



**CITY OF GREENSBORO**  
**BUILDING INSPECTIONS DIVISION**  
**COMMERCIAL PLAN SUBMITTAL REQUIREMENTS**

1001 Fourth St.  
Greensboro, NC, 27405  
Building Inspections (336) 373-2155  
Commercial Plans Coordinator (336) 373-2598

➤ **NEW CONSTRUCTION OR ADDITIONS**

○ ***General requirements***

⌚ Less than 2500 S.F. or less than \$90,000.00 (total construction cost)

- Designers name and Signature must be on each sheet of the plans.

⌚ Greater than 2500 S.F. and \$90,000.00

- All plans (including Plumbing, Mechanical and Electrical) must be designed, signed and sealed by a design professional (Architect or Engineer) registered in the State of North Carolina.

○ ***New construction***

⌚ Less than 3000 S.F. new building area (including new pavement)

- Submit two (2) complete sets of plans to Greensboro Building Inspections including:
  - Submit three (3) complete sets of plans if it's in a water shed or floor plain.
    - Completed City of Greensboro Commercial Permit Application Form
  - Building Code Summary with complete Energy Information including:
    - ⌚ Thermal envelope
    - ⌚ Mechanical
    - ⌚ Electrical/lighting
  - Complete Site Plans including Utilities and Soil Erosion Controls
  - Complete Architectural plans and details

- Complete Structural plans and details
  - Plumbing and Gas riser diagrams and fixture layouts
  - HVAC layout with equipment sizes and required fire dampers shown
  - Electrical riser diagram, lighting and power layouts, service size and location
  - Kitchen equipment layout
- ⌚ Greater than 3000 S.F. building area
- Submit the same plans as above and:
  - Apply to planning for site approval (336) 373-2144.

### **BUILDING ALTERATIONS**

#### ○ ***No change of use***

- ⌚ Submit three (3) complete sets of plans to Greensboro Building Inspections including:
- Completed City of Greensboro Commercial Permit Application Form
  - Building Code Summary with all Energy Code Information
  - Existing floor plans, including HVAC, plumbing and other equipment
  - Architectural floor plans
  - Structural plans (if structural work to be performed)
  - Plumbing and Gas riser diagrams, tie-ins, and fixture layout (for new work)
  - HVAC layout and tie-in (for new work)
  - Electrical power and lighting layouts
  - Kitchen equipment layout

- **Change of use**

- 🕒 Submit the same plans as above and:

- 🕒 Submit three (3) complete sets of site plans to Greensboro Building Inspections

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- **DRIVEWAY PERMITS**

*GDOT (336) 373-2858*

- **GRADING PERMITS**

*Soil Erosion (336) 373-2158*

- **STORM WATER TIE-IN PERMITS**

*Engineering (336) 373-2302*

- **SWIMMING POOL PERMITS**

*Guilford County Health (336) 641-3288  
Building Inspections (336) 373-2155*

- **SIGN PERMITS**

*Zoning (336) 373-2630*

- **PARKING LOTS**

*Planning (336) 373-2144*

- **FIRE PROTECTION PERMITS**

*Fire Prevention (336) 373-2177*

- **RESTAURANT SERVICE PERMITS**

*Guilford County Health (336) 641-3288*